

## BIENNALE OF SYDNEY

The Biennale of Sydney acknowledges the Traditional Owners of Country, in particular the Gadigal people on whose land the Biennale of Sydney is located. We recognise their continuing connection to land, waters and culture and pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is one of the leading international contemporary art events. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney with exhibitions that ignite and surprise people, sparking dialogue, cultivating connections and inspiring action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is the third oldest biennial in the world after Venice and São Paulo and the largest exhibition of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries.

## WORKING FOR THE BIENNALE OF SYDNEY

The Biennale of Sydney is home to a collaborative, respectful and values-driven team, united by a shared belief that contemporary art should be accessible to everyone. Together, we deliver one of the world's leading contemporary art events while fostering an inclusive workplace where different perspectives, experiences and ideas are welcomed and valued.

We actively encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability, and people with diverse lived experiences.

We are committed to making reasonable adjustments throughout the recruitment process and in the workplace to ensure an accessible and supportive experience. If you have support or access requirements, please let us know in your application or by contacting the nominated person in the advertisement.

Alongside meaningful work, we offer a range of benefits designed to support your wellbeing, professional growth and work-life balance, such as:

- **End-of-year paid office closure.** Take a well-earned break over the festive period without using your annual leave.
- **Hybrid working.** Two company-wide office days (Tuesday & Thursday), one team day agreed with your manager, and the rest of the week you can work from wherever you're most productive.
- **Meaningful work.** Help create free, world-class contemporary art experiences that inspire hundreds of thousands of visitors.
- **An incredible international network.** Build relationships with leading artists, curators, cultural organisations and creative partners from around the world.
- **Professional development.** We invest in your growth through learning opportunities, mentoring, industry events and staff development initiatives.
- **Access to art and culture.** Enjoy complimentary tickets to Biennale events and exclusive opportunities through our network of cultural partners.
- **Salary packaging.** Maximise your take-home pay through not-for-profit salary packaging.
- **A genuinely supportive team.** Join a collaborative workplace where your ideas are valued and you'll be supported to do your best work.
- **Be part of something extraordinary.** Join the team behind one of the world's leading contemporary art events.

## APPLYING FOR THE ROLE

Applications marked 'Confidential' in the subject line of the email and addressing the selection criteria must be received by **5:00pm on 31 July 2026**.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Email to: [employment@biennaleofsydney.com.au](mailto:employment@biennaleofsydney.com.au)

Subject line: Application | Head of Production & Festival Delivery

Applications that do not address the selection criteria will not be considered.

## ROLE STATEMENT

<b>Position Title</b>	Head of Production and Festival Delivery
<b>Reporting To:</b>	Chief Executive Officer
<b>Direct Reports:</b>	Members of the Production Team
<b>Works With:</b>	CEO, Artistic Director, Heads of Department, Production Team, artists, exhibition and program partners, lenders and suppliers
<b>Contract Term:</b>	Full-time ongoing
<b>Remuneration:</b>	Competitive salary in line with the current market rates

## POSITION DESCRIPTION

The Head of Production and Festival Delivery leads the Biennale of Sydney's Production department and is responsible for the planning, production and delivery of the Biennale of Sydney's artistic program, including its core exhibition and associated events across multiple venues and public sites.

Reporting to the Chief Executive Officer and working closely with the Artistic Director, this senior role is responsible for the strategic and operational leadership of exhibition production, installation, logistics, venue delivery and event operations. As a member of the Executive Leadership Team, the Head of Production and Festival Delivery contributes to organisational strategy and plays a critical role in delivering the Biennale safely, efficiently, on time and on budget.

The role requires significant experience in major event production and fine art exhibition delivery, strong project and budget management capability, excellent stakeholder and relationship management skills, and the ability to lead complex operations with artists, presenting partners, venues, suppliers and internal teams in a dynamic, international environment.

## SELECTION CRITERIA

Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

### ESSENTIAL CRITERIA:

- Significant senior experience in large-scale productions including major events, fine art exhibition delivery, performances or complex multi-site cultural presentation
- Demonstrated success leading, developing and empowering multidisciplinary teams, contractors and suppliers
- Proven ability to deliver complex projects safely, on time and on budget across multiple venues and stakeholders
- Strong financial management capability, including budgeting, forecasting and reporting.
- Excellent stakeholder management, negotiation and relationship-building skills across artists, partners, venues and suppliers
- Strong knowledge of WHS, risk management and compliance in public-facing production environments
- Highly developed project management, problem-solving and organisational skills
- Excellent written and verbal communication skills, including reporting to senior leadership and boards
- Collaborative, strategic and solutions-focused leadership style
- Commitment to contemporary art and the delivery of ambitious artistic outcomes
- Excellent computer literacy – including knowledge of Microsoft based applications, Word, Excel, Outlook, Customer Relationship Management databases, and Internet applications.

## DESIRABLE CRITERIA:

- Experience delivering contemporary visual arts exhibitions, biennales, arts festivals or international cultural events
- Experience with public art and site-specific commissions
- Knowledge of artwork freight, registration, indemnity, customs and quarantine processes
- Relevant tertiary qualification or equivalent professional experience

## DUTIES AND RESPONSIBILITIES

<b>Leadership &amp; Strategy</b>	<ul style="list-style-type: none"> <li>• Contribute as a member of the Executive Leadership Team to the achievement of the Biennale's strategic objectives, values and organisational priorities.</li> <li>• Lead, manage, coach and develop the Production team, including contractors, fostering a collaborative, high-performing, empowered and solutions-focused culture.</li> <li>• Work closely with the CEO, Artistic Director and Heads of Department to support integrated organisational planning, decision-making and delivery.</li> <li>• Represent the Biennale externally with artists, partners, venues, suppliers, authorities and other stakeholders as required.</li> <li>• Contribute to continuous improvement in production systems, processes and ways of working across the organisation.</li> </ul>
<b>Artistic Program Delivery</b>	<ul style="list-style-type: none"> <li>• Lead the end-to-end production and operational delivery of the Biennale's artistic program, including exhibitions, installations, performances, public artworks and associated events.</li> <li>• Support the delivery of the Artistic Director's vision by translating creative ambition into practical and achievable production outcomes within available resources.</li> <li>• Oversee the planning and delivery of artist projects, commissions and site-specific works in collaboration with artists, lenders, galleries, exhibition partners and co-commissioners.</li> <li>• Ensure high standards of presentation, artist care, visitor experience and operational readiness across Biennale-managed venues and projects.</li> <li>• Oversee the successful installation, operation, de-installation and post-event review of the Biennale program in collaboration with relevant internal teams and external partners.</li> <li>• Contribute production expertise to public programs, audience engagement, education, opening week and related activities where these intersect with Biennale-managed sites and operations.</li> </ul>
<b>Budget, Planning &amp; Resources</b>	<ul style="list-style-type: none"> <li>• Develop, manage and monitor production and artistic program budgets, ensuring delivery on time and on budget.</li> <li>• Provide regular budget forecasting, reporting and expenditure oversight to the CEO and Artistic Director, including artist project and contractor budgets.</li> <li>• Establish and maintain integrated production timelines, schedules and critical paths for all phases of delivery, including pre-production, freight, installation, operations and de-installation.</li> <li>• Oversee procurement, contracting and the efficient use of production resources, equipment and materials across the exhibition cycle.</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and implement cost-effective production strategies, systems and controls to support efficient delivery and strong financial management.</li> <li>• Support cross-departmental planning to ensure production requirements are aligned with broader organisational and program timelines.</li> </ul>
<p><b>Partnerships, Venues &amp; Logistics</b></p>	<ul style="list-style-type: none"> <li>• Be a senior point of contact for exhibition and program partners, venues, artists, lenders, suppliers, freight providers and relevant authorities.</li> <li>• Build and maintain effective working relationships with venue partners and stakeholders to support successful delivery across all sites.</li> <li>• Oversee venue readiness and the production requirements for all participating sites, including public domain and outdoor projects where applicable.</li> <li>• Oversee the preparation and management of relevant production agreements, permits, licences, insurances and statutory approvals required for the presentation of the Biennale.</li> <li>• Oversee, in collaboration with the Production team, the safe movement, handling, installation, operation and de-installation of artworks and related production infrastructure across all venues.</li> <li>• Ensure exhibition indemnity, customs, quarantine and related regulatory requirements are met where applicable.</li> <li>• Contribute to the identification, assessment and development of future venues and production opportunities for upcoming editions.</li> </ul>
<p><b>Team Leadership, WHS and Risk</b></p>	<ul style="list-style-type: none"> <li>• Provide clear leadership, delegation and accountability across the production, exhibition management and operations functions.</li> <li>• Oversee workforce planning for installation, operations, invigilation, volunteers and contractor requirements in collaboration with relevant departments.</li> <li>• Lead the planning and implementation of Work Health and Safety, risk management and duty of care obligations across production, installation, operations and de-installation.</li> <li>• Ensure risk assessments and mitigation strategies are in place for artworks, venues, public sites and Biennale-managed operations.</li> <li>• Work with internal teams, contractors, exhibition and program partners to ensure compliance with all relevant WHS, operational and safety requirements.</li> <li>• Support a culture of safe, efficient and professional delivery across all phases of the exhibition cycle.</li> </ul>

<p><b>Reporting, Governance and Continuous Improvement</b></p>	<ul style="list-style-type: none"> <li>• Prepare timely and accurate reports on production delivery, artist projects and budget performance for the CEO, Artistic Director, Board and relevant Board Committees as required.</li> <li>• Provide clear analysis, recommendations and updates to support organisational governance, decision-making and risk oversight.</li> <li>• Oversee the accurate and timely management of production-related information, records, artist/project documentation and relevant exhibition data systems.</li> <li>• Ensure appropriate production documentation, installation records and archive material are maintained for each edition.</li> <li>• Support fundraising, sponsorship, grant and acquittal processes by providing production information, budgets and related documentation as required.</li> <li>• Lead debriefing and evaluation processes with internal teams and external partners, including recommendations and learnings for future editions.</li> </ul>
<p><b>Key Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>• Successfully deliver Biennale program across all venues and locations on time and on budget</li> <li>• Develop and maintain positive and collaborative relationships, internally with the Artistic Director, Biennale team and externally with key stakeholders, including artists, lenders, galleries, exhibition and program partners, nationally and internationally</li> <li>• Produce timely and accurate reports on the current and projected exhibition budget position and artist projects on a monthly basis, and on request</li> <li>• <i>Specific production timelines and budgets to be agreed by CEO and Head of Production and Festival Delivery at the start of each exhibition cycle</i></li> </ul>